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September 23, 1947

MEMORANDUM FOR RECORD

The following points were discussed at the first weekly meeting of Branch Chiefs with the Assistant Director for Operations, September 23, 1947. These meetings will be held weekly.

It should be constantly borne in mind that we are in the business of collecting and producing reports. Every effort should be made and initiative used within Branches to originate, collect and produce the maximum number of reports at all times.

The Coordinating and Planning Staff will in the future make more frequent visits to Branches. Their visits will be to help and not to inspect and they should be looked upon as members of our team.

The drawing of lines by the Marshall-Vyschinsky speech is of particular significance at the present time. Careful attention should be given to the positions taken by important countries such as the French, Arabs, etc.

The situation in Italy is particularly important at the present time.

The coming elections in France are particularly important.

Attention should be given to any subversive action on the part of the communists.

The possibility of Russia withdrawing from the United Nations.

The situation in India, particularly if any Soviet influence might be noted is important.

Progress reports prepared by the Assistant Director for Operations will be circulated to Branch Chiefs in the future.

It is suggested that the State Department be notified of the services we are rendering

The time lag on reports should be reduced to an absolute minimum.

The functions of ICAPS are being curtailed.

Channels for liaison in the future will be:

SEC - Colonel Halverson  
ARMY - Colonel Sherman  
AIR - Colonel Clinch  
NAVY - Capt. Dean

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The quarterly CIA report will in the future be prepared by the Management

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Branch in conjunction with the Inspection Branch rather than by ICAPS  
as in the past.

Liaison with non IAB members will be conducted in the future through

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Deputy Chief, FBI

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